



State Of California  
California Commission On Teacher Credentialing  
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## FINGERPRINT CLEARANCE

**Important!! Read carefully before having your fingerprints taken.**

### Livescan

The Commission now accepts Livescan, an electronic fingerprinting process, for submission of fingerprints required for California teacher certification. Those wishing to submit fingerprints using this process must complete a "Request for Livescan Service—Applicant Submission" form (41-LS), available from the Commission and at some Livescan stations. Fingerprint processing fees must be submitted to the Livescan operator at the time the prints are taken. Once the process is completed, the Livescan operator will provide the applicant with two copies of the "Request for Livescan Service—Applicant Submission" form, the first of which must be submitted to the Commission with all other required application materials to verify completion of the fingerprinting process and submission of fingerprint processing fees. Please contact your county office of education for Livescan locations in your area.

### Fingerprinting

If Livescan is not available, two fingerprint cards (form FD-258) are required from each applicant for a credential, permit, or certificate, unless acceptable cards have been submitted to the Commission since September 21, 1951, the effective date of the requirement. The fee required for processing these cards through the two agencies must be attached when the cards are first submitted. (See form CL-659 for current fee.) The cards cannot be folded or have anything stapled or glued to them. We cannot accept red and white or black and white criminal identification cards, photocopies of fingerprint cards, or ink any color other than black. Submission of incomplete or unacceptable fingerprint cards will result in a delay in processing your application for a credential, permit, or certificate.

Prints may be taken by any city police department or sheriff's office. A fee is occasionally charged. Prints may also be taken by trained personnel in the office of a California county or district superintendent of schools or any other authorized agency. The signature of the person taking the prints must appear on the fingerprint cards. If reprints are required, they must be taken by a different individual than the one who originally took the prints.

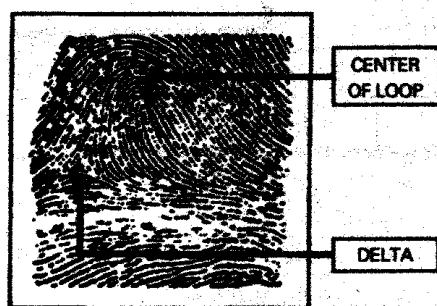
**On your fingerprint cards, please complete the areas that are marked with an "X" on the sample below. Incomplete fingerprint cards will be returned to the applicant causing a delay in the processing of the application and issuance of the credential.**

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
				LAST NAME	FIRST NAME	MIDDLE NAME					
				*	*	*					
SIGNATURE OF PERSON FINGERPRINTED *				ALIASES AKA *		OR I					
RESIDENCE OF PERSON FINGERPRINTED *						CA0349400 BU OF ID & INFO SACRAMENTO CA		DATE OF BIRTH DOB Month Day Year * * *			
				CITIZENSHIP CTZ		SEX RACE HGT WGT EYES HAIR * * * * *		PLACE OF BIRTH POB * * *			
DATE *	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS *			YOUR NO. OCA						LEAVE BLANK	
						CTC					
EMPLOYER AND ADDRESS Comm on Teaching Credentialing Box 944270 Sacramento, CA 94244-2700		44		FBI NO. FB				CLASS			
				ARMED FORCE NO. MNU				ASP			
REASON FINGERPRINTED *				SOCIAL SECURITY NO. SOC *							
				MISCELLANEOUS NO. MNU							

(continued)

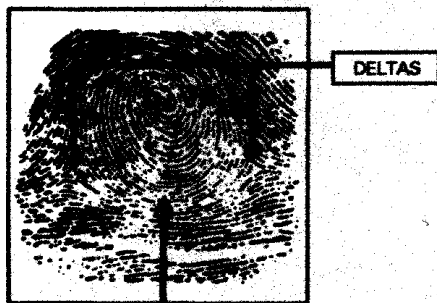
1. Prints must be rolled from nail to nail and the ridges should be sharp and distinct.
2. Cards must carry the complete physical description of the applicant, including color of eyes and hair, height, weight, birthdate, and signature in ink. Abbreviations for hair and eye color may be used; please use BLK (black), BLND (blonde), BL (blue), BRN (brown), GRN (green), GRY (gray), and HZL (hazel). Since the cards cannot be properly indexed by the Department of Justice or the FBI without this information, incomplete cards will be returned to the applicant. It is also helpful that the applicant complete the box for the social security number. (See sample on page 1.)
3. If you are missing a digit or have a skin irritation or deformity of the hands and/or fingers which prevents the taking of clear fingerprints, submit a statement explaining the situation from the person taking the prints in the case of missing digits or a deformity) or from a doctor (in the case of a skin irritation). Attach the statement to your fingerprint cards at the time you submit them. You may be required to submit several fingerprint cards until the Department of Justice or FBI is able to piece together a classifiable set of prints.

### 1. LOOP



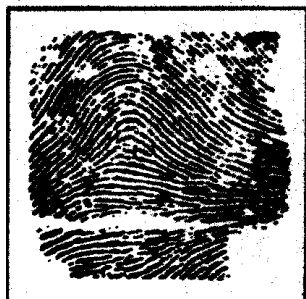
THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

### 2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

### 3. ARCH



ARCHES HAVE NO DELTAS

FD-256 (REV. 12-29-62)

U.S. G.P.O. 1999 454-501/00017

## APPLICANT

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.\*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.\*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

### INSTRUC

- \*1. PRINTS MUST BE FIRST CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.
- \*\*3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.  
MISCELLANEOUS NO.—RECORD: OTHER ARMED FORCES NO., PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), POST SECURITY CARD NO. (PS), SELECTIVE SERVICE NO., (SS), VETERANS' ADMINISTRATION NO. (VA).